



ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

Thiruvananthapuram - 695 007, Kerala - South India

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IQAC 2016- 2017

Minutes of the IQAC Meeting held on - 01 /07/ 2016

Agenda

1. Minutes of the previous meeting
2. Action taken upon the minutes of the previous meeting
3. Preparation for NAAC Visit
4. Add on Courses
5. Value Added Courses
6. Personal Counseling to students by class teachers
7. Bridge Course for the newly admitted DC I students
8. Launching of Department Magazine
9. Mock NAAC visit by IQAC team and an External to all departments.
10. Incentives to teachers who were awarded PhD during the academic year
11. To conduct a faculty development programme and an administrative training programme.
12. Preparation of supplementary AQAR of from June 2015 - August 2016

Minutes of the meeting held on 1/7/2016 at 11.30 am.

The meeting started with a prayer.

The minutes of the previous meeting held was read out by the IQAC Coordinator, confirmed and recorded.

The Principal then read the letter from NAAC announcing the dates of NAAC Peer Team visit, which were from 8th - 10th August 2016.

The IQAC Coordinator presented the Action taken report based on the minutes of the previous meeting. The following details were recorded :-

1. An MoU was signed with Matprop Technical by the Post Graduate dept of Environmental Sciences on - 3/6/2016
2. A Professional Faculty Development Programme was organized for the Faculty from 29/5/2016 to 30/5/2016. on "Communication and Presentation Skills":The resource persons were
(a) Dr. Sithara Balan V., Asst. Professor, Dept. of Home Science, Govt. College for

- Women, Thiruvananthapuram , who delivered the topics Enhancement of Body Language and Voice modulation and Effective Presentation Skills .
- (b) Anoop Chandy, MD, ADWISOPLUS , who delivered the -topics -- Art of Receiving and Giving Feedback and Significance of Non Verbal Communication. 78 faculty members were the beneficiaries.
1. Administrative Training Programme on 'Computer Skill Enhancement' by Ms Suji J, Instructor, Computer Centre' was arranged on 18/6/2016 for the administrative staff to train them on Basic Computer Skills.
 2. The following Add-on Courses were started :
 - (a) "Ornamental Fish Culture and Aquarium management" on 8th June, 2016
 - (b) "Traditional and Authentic Eating Habits" on 4th June 2016
 3. A talk was arranged for all the students on campus on the topic " EQ and IQ in Self Regulation" on 14th March 2016.

The decision was taken to arrange An invited talk and workshop towards the Pre-preparation for the NAAC Peer Team visit.

10 Add- on Courses offered by the various departments that were already in progress were to be continued with the addition of 12 new courses for the year 2016-17.

The Value Added Courses that were offered to students were to be completed and 12 new courses were to be started for the current year.

Bridge Course was to be prepared and organized for the newly admitted DC I students from 15th to 19th July 2016

Each department was asked to launch a Department Magazine as part of the preparation of department NAAC Files .

The P G students were to be initiated to take up Minor projects in the Environmental Sciences department.

A minimum of three Mock visits were to be made to the department by the IQAC team to ensure that the NAAC files were successfully completed.

It was decided to arrange for an external Mock visit to the departments and the recommendations made from the external visits were to be implemented.

The decision to give incentives to teachers who were awarded Ph.D during the year was also put forwarded and accepted.

The IQAC decided to conduct one programme each for the faculty and the administrative staff

The supplementary AQAR from June 2015 - to August 2016 was to be compiled and prepared along with the supporting both documents for NAAC visit. The departments were asked to send the department report of 2015-2016 to the IQAC for the preparation of supplementary report.

The class teachers were to handle the counseling of students in need and if need the cases were to be reported to the College Counseling Cell – SPARSHAM.

A programme on Yoga and Meditation was to be conducted by the department of Physical Education on 21st June as part of International Yoga Day.

The Members present:-

Dr. Jessy Jose Principal	Chairperson asc50principal@gmail.com
Dr. Sr. Pascoela A. D'Souza Asst. Prof. Dept. of English	Co-ordinator Pascoala884@gmail.com
Ms. Mary Alice G. Vice-Principal, Dept. of Economics	Member
Dr. Caroline Beena Mendez Asso.Prof. Dept. of Physics	Member
Dr. Srilekha Nair Asso.Prof. Dept. of Commerce	Member
Ms. Shirly Joseph Asso.Prof. Dept. of Mathematics & Statistics	Member
Ms. Morrin C. Asst. Prof. Dept. of English	Member
Dr. Dhanalekshmi T.G. Asst. Prof. Dept. of Zoology	Member
Dr. Sunita Kurur Asst. Prof. Dept of Chemistry	Member
Dr. Parvathy Menon Asst. Prof. Dept of History & Politics	Member
Dr. C. Udayakala Asst. Prof. Dept of Malayalam	Member
Dr. Reshma J.K Asst. Prof. Dept of Environmental Sciences	Member
Dr. Nisha K.K. Asst. Prof. Dept of Botany	Member
Dr. Anjana P.S. Asst. Prof. Dept of Physics	Member
Ms. Divya S.R. Asst. Prof. Dept of Physical Education	Member
Sr. Nirmala Vincent Librarian	Member
Ms. Philomena J. Superintendent	Member

IQAC CO-ORDINATOR.
ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM-7.
Coordinator

IQAC



Principal
All Saints' College
Thiruvananthapuram-7
PRINCIPAL